



**JOHNS CREEK RECREATION & PARKS DIVISION**  
**ATHLETIC FIELD RENTAL POLICY & USE AGREEMENT**  
12000 Findley Road Suite 400 Johns Creek, GA 30097 • 678-512-3261 • 678-512-3270 fax

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**\*All rentals will be based on availability. The Johns Creek Recreation and Parks Division ("JCRPD") reserves the right to refuse requests for rentals of any facility.**

**FACILITIES AND FEES**

- Fees based on 1 hour use without lights – add \$25 per hour for lights (Newtown Park and Shakerag Park do not have any lighted fields).
- Fees do not include cost for on-site field supervisor. (If JCRPD determines that a Field Supervisor is required on-site during the field rental, an additional fee will be added that is dependent on the hourly rate of pay for the employee on duty. This additional fee is due at the time of reservation.)

**Baseball/Softball Fields**

Newtown Park	(2 fields)	\$45/hour
Ocee Park	(8 fields)	\$45/hour

**Multi-Purpose Fields (Soccer/Lacrosse, etc)**

Newtown Park	(3 fields)	\$45/hour
Shakerag Park	(1 field)	\$45/hour

\*Groups that wish to bring in extra amenities (i.e., inflatables, grills, pony rides, etc.) must be approved in writing by the JCRPD Manager. These groups may be charged additional rental fees.

\*Corporate rentals are subject to increased rental fees.

**DEPOSIT**

All facilities require a deposit of \$100.00 at the time of the reservation. The deposit will be refunded minus any charges incurred due to clean-up, damage to fields or equipment, etc. If the damages and/or clean up cost is more than \$100.00, the group will be billed for the difference.

**TERMS**

JCRPD may refuse rental of facilities due to weather and to person(s) who wish to conduct activities deemed detrimental to the philosophies (program and safety) of the City of Johns Creek. Groups wishing to rent the facilities and/or athletic fields must read and sign this Facility Use Agreement prior to being granted authority to use JCRPD facilities.

The following rules and regulations are in effect for JCRPD facilities and athletic fields. These rules and regulations must be followed at all times and are subject to change as the Recreation Board and/or JCRPD deem necessary. If the rules and regulations are not adhered to by the renter, then this rental agreement becomes null and void immediately. No refunds will be given if a contracted is voided.

\*Applications made by non-residents of the City of Johns Creek may be charged additional non-resident fees.

\*Payment is due in full fourteen days prior to the reserved date. If payment is not received fourteen days prior to the reserved date, the facility and/or field may be rented to another individual, group, organization, and/or association.

\*Reservations made less than fourteen days prior to the reserved date of use must be paid in full 24 hours after the reservation has been made.

\*The facilities and surrounding park areas must be vacated no later than 11:00pm.

\*The City reserves the right to deny requests for facility use on City-recognized holidays.

\*Youth activities must have one adult supervisor for every 15 children participating in the activity.

\*Use of electrical outlets must be approved in advance of rental.

\*The Recreation Division reserves the right to suspend usage of the athletic facilities due to weather conditions that may endanger the participants and/or may damage the field beyond use for the city programs.

\*Abusive language, poor sportsmanship, and fighting are not allowed at any time. Any incident of the above will result in cancellation of agreement without refund.

\*No vehicles are allowed on grassed areas for any reason.

\* Facility rental for sports camps and clinics must be approved by the Recreation and Parks Director or his/her designee.  
 \*No alcoholic beverages are permitted on Johns Creek City property.  
 \*On-duty staff has the authority to dismiss any group due to their misconduct or misuse in and around the facility. Staff is authorized to call Johns Creek Police Division for assistance if the group does not vacate the facility upon being asked.  
 \*No one under the age of 21 may enter into a use agreement for the purpose of securing a facility rental.  
 \*Refunds will be granted up until two business days prior to the function minus a \$10 service charge. Refunds for weekend events must be requested no later than 4:30pm the Wednesday before the rental.

**LIABILITY WAIVER AND RELEASE:**

*I, hereby assume all responsibility for, and risks and hazards of, participation in the rental activity planned by my group. In consideration of the City of Johns Creek providing permission to use the facility requested, I, and all members of my rental group, do hereby release the City of Johns Creek Recreation and Parks Division, including all officials, officers, sponsors, organizers, supervisors, volunteers, participants, and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of, and all known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in the rental activity planned on City of Johns Creek facilities.*

I have read and agree to the terms set forth in this agreement:

Renter's Name (Please Print)\_\_\_\_\_

\_\_\_\_\_  
 Renter's signature Date

Address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

County:\_\_\_\_\_ City of Johns Creek Resident? YES NO

Home Phone:\_\_\_\_\_ Work Phone:\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
 Field Requested Date Start Time am / pm End Time am / pm

Total Number of Hours: \_\_\_\_\_ X Hourly Rate: \$\_\_\_\_\_ = Field Rental Fee: \$\_\_\_\_\_

Lights Needed? YES / NO Total Hours of Lights \_\_\_\_\_ X \$25 = Fee Due for Lights: \$ \_\_\_\_\_

Anticipated # of guests \_\_\_\_\_ Requested Amenities \_\_\_\_\_  
 (Please attach additional info if necessary)

**OFFICE USE ONLY**

Approved:\_\_\_\_\_ Not Approved:\_\_\_\_\_ Staff signature:\_\_\_\_\_ Date:\_\_\_\_\_

Field Rental Fee: \$\_\_\_\_\_

Field Lights Fee: \$\_\_\_\_\_

Amenities approved?\_\_\_\_\_ Additional Amenity Fee: \$\_\_\_\_\_

Field Supervisor Required? YES / NO Additional Supervisor Fee: \$\_\_\_\_\_

**TOTAL FEES DUE:** \$\_\_\_\_\_

**Payment Information:**

Amount Paid: \$\_\_\_\_\_ Date:\_\_\_\_\_ Receipt #:\_\_\_\_\_ Permit #:\_\_\_\_\_